Instructions for Using the Goal Wizard to Import Goals from a Previous IDP

(Instructions show FY14 data. Select corresponding FY15 data for this task.)

Select Create Plan

Fill in information to name your plan.
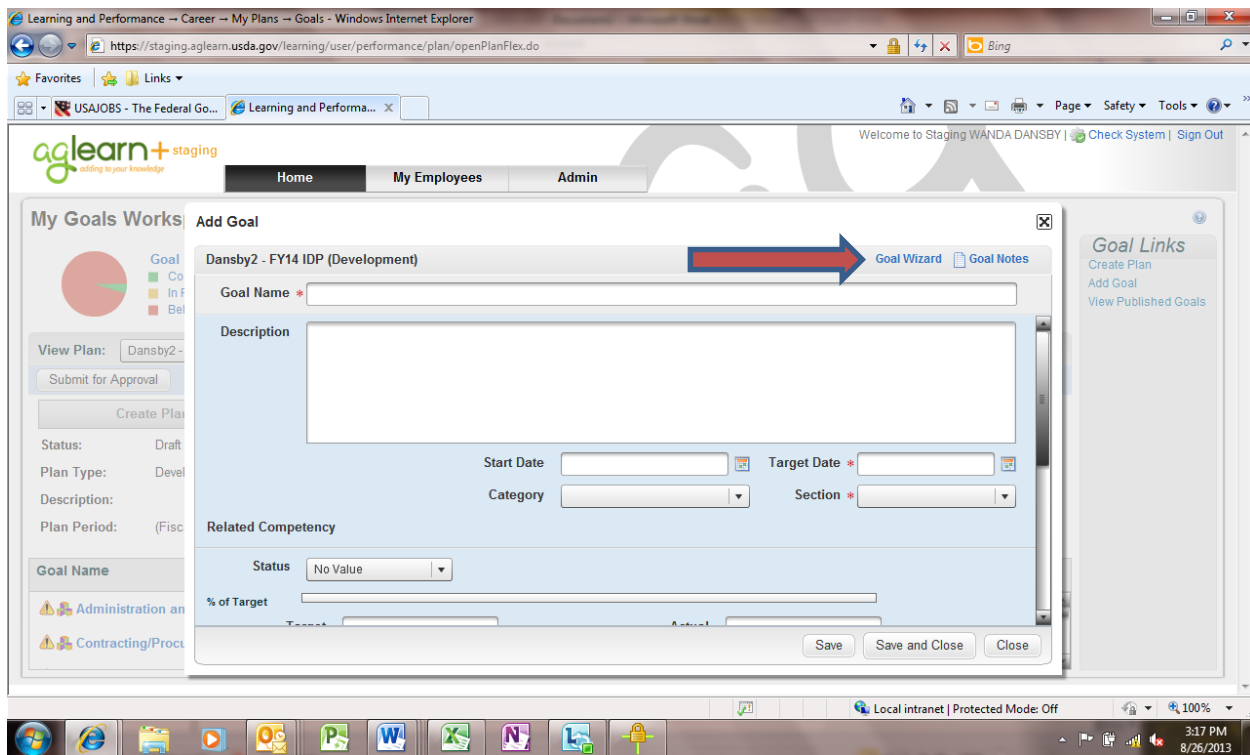
Then – on the Add Goal Screen – Select Goal Wizard.
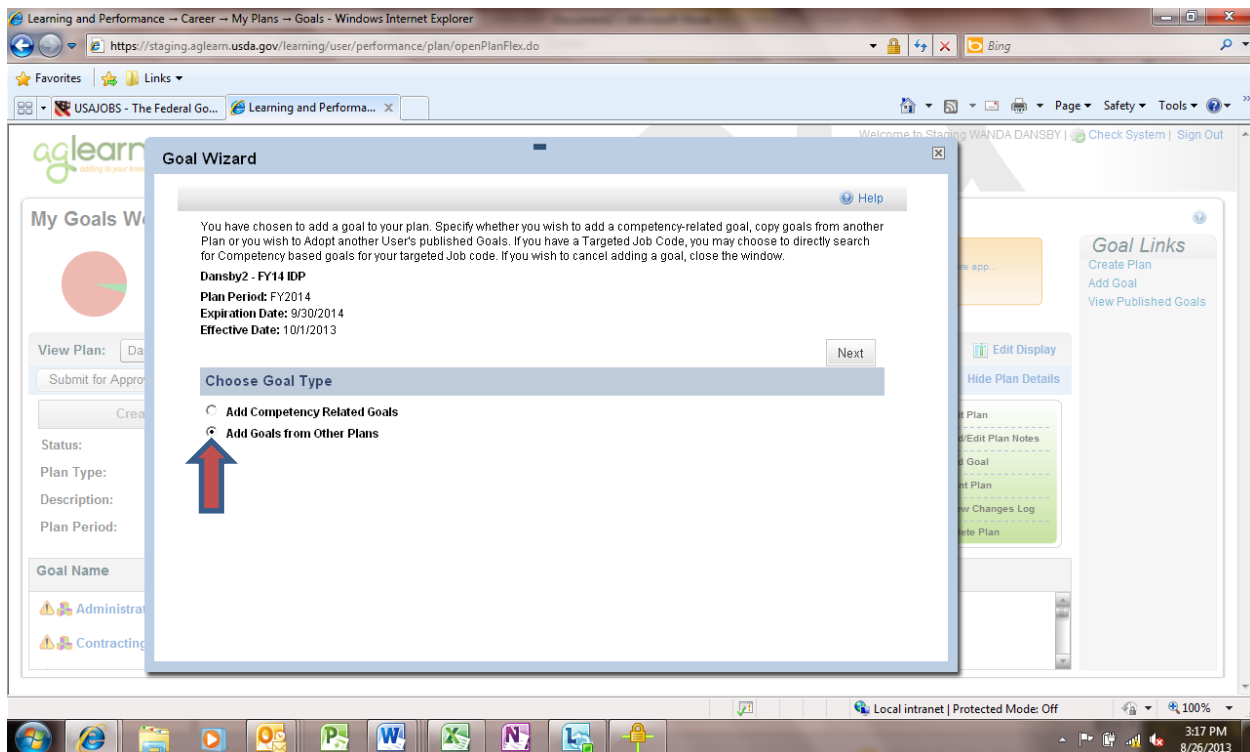
If you want to import open goals from your FY14 IDP – Choose Add Goals from Other Plans.

You will get a choice of the goals to import. Select all that you want to carry over. Then click on Next.

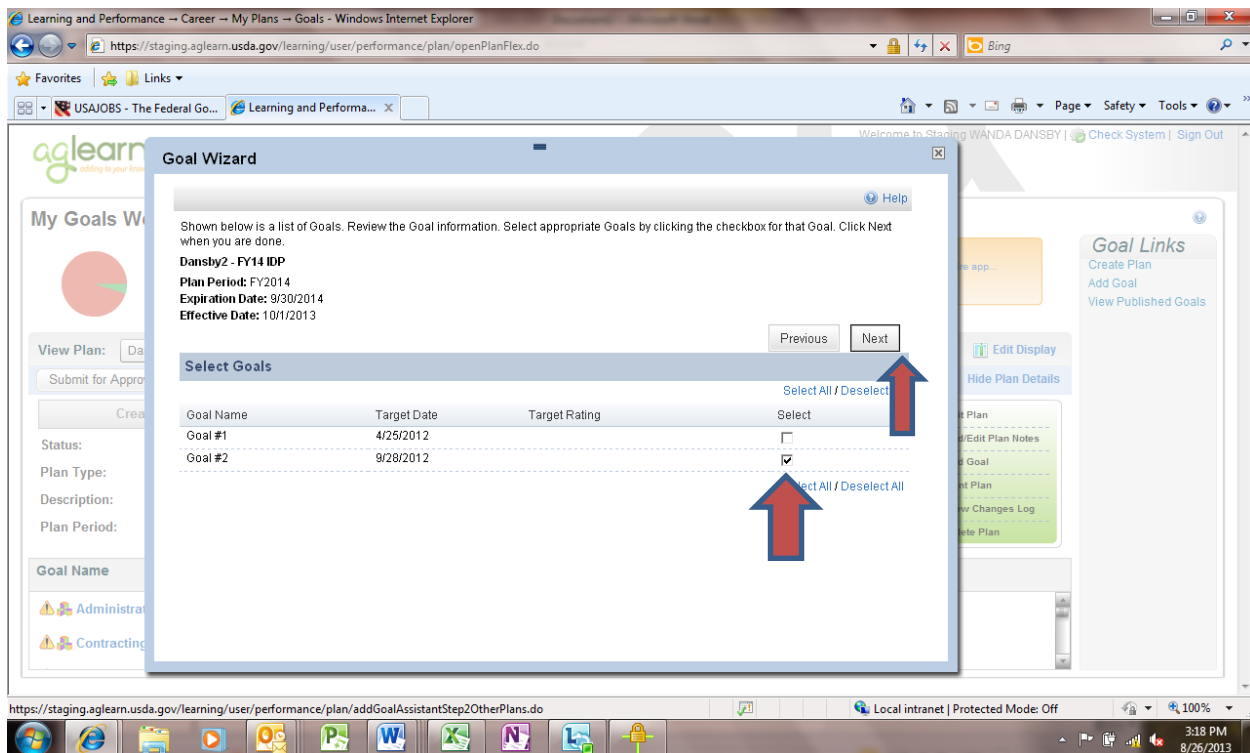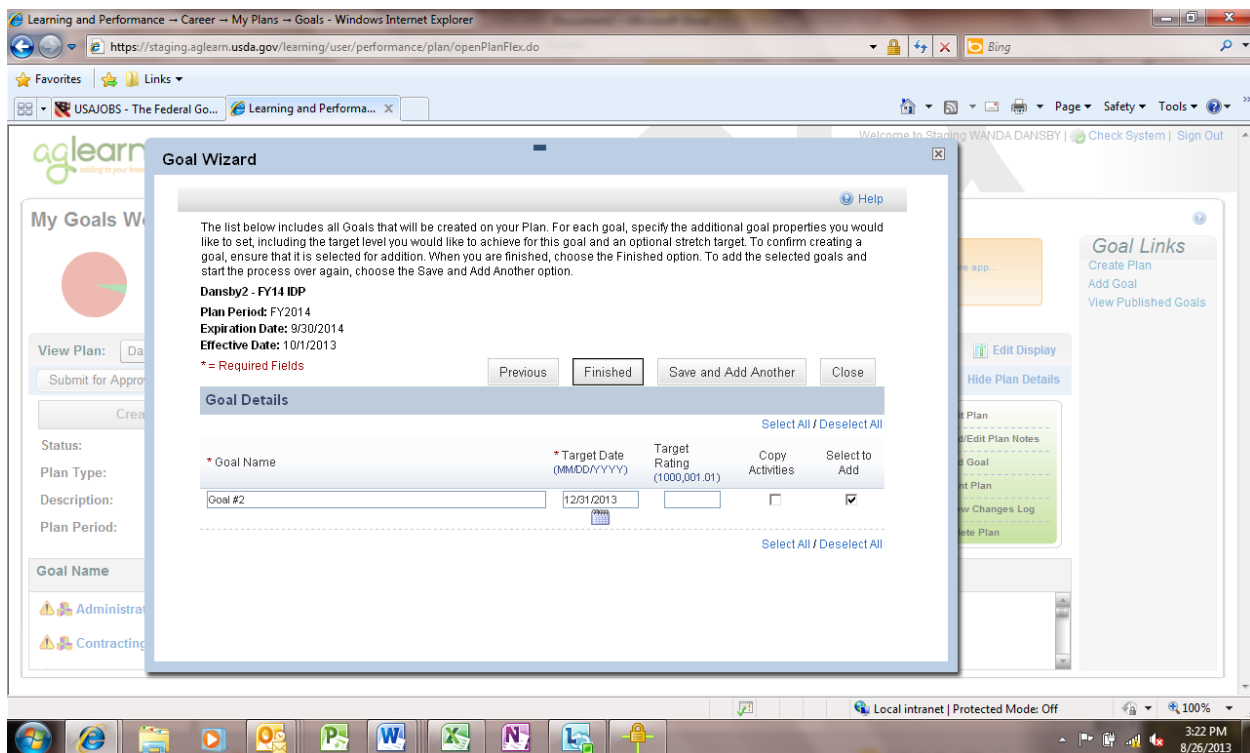**Enter a new target date and click in the box below Select to Add & Click on Select and Add Another. Add Target Dates. If you are done adding goals – click on Finish – then proceed to add activities. To create activities for the goals, check the Create Activities box. Activities will be "internal" for those completed in AgLearn or "external" for all others.**